

SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

PART 513—SIMPLIFIED ACQUISITION PROCEDURES

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AUTHORITY: 40 U.S.C. 486(c).

SOURCE: 54 FR 26512, June 23, 1989, unless otherwise noted.

Subpart 513.1—General

513.106 Solicitation competition, evaluation of quotes, and award.

(a) *Oral solicitation.* When quotations are being solicited orally and the Service Contract Act applies information on the Act and the applicable wage determination must be communicated to potential contractors.

(b) *Data to support simplified acquisitions.* (1) The GSA Form 2010, Small

Purchase Tabulation Source List/Abstract, is available for use to document written and oral quotations for purchases in excess of \$2,500.

(2) When quotes or offers are being evaluated based on price alone and other than the lowest quotation is selected for award, the basis for rejecting any lower quotation should be documented.

[60 FR 42803, Aug. 17, 1995]

513.106-70 Unusual and compelling urgency procurements.

When a procurement is of unusual and compelling urgency, competition may be solicited by having prospective sources visit the site together, orally informing them of the exact requirements, and requesting them to prepare quotations while written specifications are being prepared for inclusion in the contract. Unusual and compelling urgency, as used in this subsection, includes situations which, if not corrected immediately, will result in unnecessary expenditure of funds, property damage, personal injury, or interruption of agency functions.

Subpart 513.2—Blanket Purchase Agreements

513.203 Establishment of Blanket Purchase Agreements.

513.203-1 General.

(a) *Document preparation.* Blanket purchase agreements (BPA's) must be prepared on a purchase order form or on a GSA Form 3521, Blanket Purchase Agreement.

(b) *Terms and conditions.* Each blanket purchase agreement should, when appropriate, specify the geographic area to be served under the BPA.

(c) *Placing orders under the BPA.* Only the contracting officer (CO) or officials authorized by a CO and designated in the BPA are authorized to place orders under the BPA. The GSA Form 2877, Non-Depot Item Requisition / Order / Receiving / Payment Record, is authorized for use by the Federal Supply

Service in placing orders against BPA's for customer supply center items that are not available from Government supply depots. Before placing orders against the BPA, each requirement must be screened for availability from mandatory sources of supply. Necessary controls must be maintained by the person placing orders under the BPA to ensure that any limitation stated therein is not exceeded. The BPA number and purchase number should be specified each time an order is placed.

(d) *Delivery or service tickets.* Each delivery ticket, in addition to the requirements of FAR 13.203-1(j)(6), must contain the name of the person placing the order. The delivery ticket must be signed and dated by the individual receiving the items or services. The supplier and the receiving office must retain a copy of the delivery ticket.

(e) *Invoicing.* If a supplier will not accept one of the invoicing statements outlined in FAR 13.203-1(j)(7), the contracting officer is authorized to deviate from FAR 13.203(j)(7) in order to permit the submission and payment of invoices for each delivery under the BPA. Before authorizing submission and payment of invoices for individual deliveries, the contracting officer must make every effort to get the supplier to accept one of the FAR invoicing statements. The BPA file must document the contracting officer's efforts and the supplier's refusal to accept the FAR invoicing statements.

(f) *Processing invoices.* Invoices must be time-stamped by the designated billing office to indicate the date of receipt. Invoices received by ordering offices must be forwarded to the appropriate Finance Division for payment within 5 workdays of receipt of the invoice or acceptance of the supplies or services, whichever is later, unless the BPA provides for the accumulation of invoices as outlined in FAR 13.203-1(j)(7)(iii). If the BPA provides for accumulation of invoices by the ordering office for a specified period, the ordering office must forward the accumulated invoices to the appropriate Finance Division for payment within 5 workdays after the specified period for accumulation. All invoices should be

marked to indicate that purchases were made under a BPA.

Subpart 513.3—Fast Payment Procedure

513.301 General.

The fast payment procedure is not authorized for use by GSA contracting activities.

Subpart 513.4—Imprest Fund

513.403 Agency responsibilities.

Imprest fund cashiers must be designated and will function in accordance with HB, Accounting Users Guide—Imprest Fund and Travelers Checks (COM P 4268.1) and FAR Subpart 13.4.

513.404 Conditions for use.

The per transaction limitation for cash payments made through imprest funds is \$500 (\$600 for emergency disbursements by imprest fund cashiers in Alaska).

513.405 Procedures.

The SF 1164, Claim for Reimbursement for Expenditures on Official Business, or SF 1165, Receipt for Cash—Subvoucher, will serve as the authorized purchase requisition for purchases made by offices maintaining their own imprest funds, e.g., Public Buildings Service Field Offices. Purchase requisitions such as the GSA Form 49, Requisition/Procurement Request for Equipment, Supplies or Services, may be used if required by contracting activity directives. If the GSA Form 49 is used, it must be endorsed "Payment to be made from imprest fund."

Subpart 513.5—Purchase Orders

513.505 Purchase order and related forms.

513.505-2 Agency order forms in lieu of Optional Forms 347 and 348.

(a) Unless another form is prescribed, the GSA Form 300 or 300-1 (pin-feed format), Order for Supplies and Services, must be used instead of the OF 347, Order for Supplies or Services, when making purchases payable through the National Electronic Accounting and